

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

**TO: Sponsors of National School Lunch Programs and School Breakfast Programs**

**FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs**

**DATE: December 13, 2004**

**SUBJECT: Operational Memorandum # 05-05  
Annual Report of Verification Procedures**

Enclosed please find the form and instruction sheet for reporting 2004-2005 school year Verification procedures. This form is significantly changed from previous years, and must be filed by **all** National School Lunch Program and School Breakfast Program sponsors, including all residential programs and all Provision 2 sponsors.

One report per sponsor must be submitted to the Child Nutrition Programs no later than **February 7, 2005**.

Questions regarding this memorandum may be directed to Maureen Staggenborg at 860- 807-2070, Teri Dandeneau at 860-807-2079, or Robert Zwack at 860-807-2081.

*Important:* This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Electronic copies may also be requested.